



SUBJECT	Proposed New Policy: Management of UBC Controlled Land, Buildings and Infrastructure (UP13) (“Space Management Policy”)
SUBMITTED TO	Property Committee
MEETING DATE	March 21, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	APPROVAL REQUESTED IT IS HEREBY RESOLVED that the Property Committee recommends to the Board of Governors: <ul style="list-style-type: none">i. Approval of the Space Management Policy (UP13) in the form attached to the briefing as Appendix 1, effective April 7, 2023; and,ii. Assignment of the Space Management Policy (UP13) to the Property Committee as the responsible Board Committee.
LEAD EXECUTIVE	Hubert Lai, K.C., University Counsel
SUPPORTED BY	John Metras, Associate Vice-President Facilities Mark Crosbie, Associate University Counsel Karen Choi, Legal Counsel

PRIOR SUBMISSIONS

The subject matter of this submission was most recently considered by the Property Committee on [September 20, 2022](#) (OPEN SESSION). Action/Follow up: The Property Committee considered the proposed Space Management Policy, following which the Office of the University Counsel (“OUC”) published the proposal for community consultation.

The following Executive Summary provides a status update from the date of the most recent submission.

EXECUTIVE SUMMARY

UBC carries out its teaching and research activities in extremely diverse spaces encompassing not only its traditional campus locations, but also its research forests, dairy farm, and teaching space in hospitals. The proposed Space Management Policy establishes overarching principles within a flexible framework to enable decision makers to optimize use of the varied spaces under the control of UBC. There is no expectation of changes to existing practices, and current practices at UBC Okanagan and UBC Vancouver would be in compliance with the proposed Space Management Policy.

Following the Property Committee’s consideration of the Policy proposal during its meeting on September 20, 2022, the OUC published a notice of the Policy proposal and invited community feedback. The comment period remained open from September 20, 2022 until December 2, 2022. An email notice was also sent on September 21, 2022 to everyone on the open self-service subscription service maintained by the OUC, which includes representatives from the Alma Mater Society, the Graduate Students Society, and all employee associations and unions (other than BCGEU child care and BCGEU Okanagan, who have not subscribed to receive e-mails).

In addition, the Policy Development Committee Chair and Secretary also presented the Policy proposal to the UBC Vancouver Senate Academic Building Needs Committee and the UBC Okanagan Senate Academic Building and Resources Committee as part of the community consultation. Both Senate Committees expressed support for the Policy proposal.

The OUC received a total of six responses to its call for comments. The Policy Development Committee was reconvened to consider the feedback and to adjust the Policy proposal as appropriate. A table setting out a summary of the community input that was received and the Policy Development Committee's response to each comment can be found in Supplemental Materials #2. The full text of the Space Management Policy proposal, marked to show changes from the version that was published for consultation, is attached as Supplemental Materials #1. In addition to minor changes to improve readability, substantive changes that have been made to the proposed Policy and associated Procedures in response to community feedback are as follows:

1. **Policy s. 2.5:** Although the proposed Space Management Policy already stated that UBC Space is private property (Policy section 2.1), language was added to reiterate that Outdoor Space (itself a subset of UBC Space) is also private property. Users of Outdoor Space on UBC campuses are often unaware that UBC has the authority to restrict publicly accessible outdoor areas on its campuses to those uses permitted by UBC.
2. **Policy s. 6.1:** Several responses were received indicating that there is some confusion regarding the creation of Rules and their role in governance framework at UBC. Language has been added to clarify general management authority and the relationship between Policies, Procedures, and Rules under the Board's [Regulatory Framework Policy](#). In addition, language requiring the Responsible Executive to report the creation or repeal of Rules and material amendments to any Rules to the Board has been removed. The Board is not involved in processes for the creation, repeal or amendment of Rules and there is no reporting requirement in the Regulatory Framework Policy.
3. **Procedures s. 1.7:** The definition of "General Use Academic Space" has been expanded to provide a more comprehensive definition and now includes examples. The revised definition is also more consistent with the definition of "Faculty Use Space".
4. **Procedures ss. 4.6.3 and 5.6.3:** Language has been added to clarify that Campus & Community Planning (at UBC Vancouver) and Campus Planning (at UBC Okanagan) should be consulted on changes to exterior Faculty Use Space which would materially impact the use or enjoyment of adjacent UBC public realm.
5. **Procedures ss. 5.6.1 and 5.6.2:** After further consultation with UBC Okanagan administration on current practices for renovations or changes to UBC Space at the Okanagan campus, language was changed to better reflect current practices.
6. **Procedures s. 6:** Language was amended to clarify the distinction between Faculty Use Space and Faculty Use Envelope.


The proposed Space Management Policy is supported and recommended by the Policy Development Committee, the University Counsel, and the Responsible Executive for the proposed Policy, being the Interim Vice-President, Operations.

APPENDICES

1. Proposed Space Management Policy and Procedures being presented for Board of Governors' approval

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Blackline of Space Management Policy showing changes against version previously presented to the Property Committee for information in September 2022
2. Summary of community feedback and Policy Development Committee recommendations

 The University of British Columbia Board of Governors	Policy No.: UP13
Long Title: Management of UBC Controlled Land, Buildings and Infrastructure	
Short Title: Space Management Policy	

Background & Purposes

In accordance with the *University Act*, the UBC Board of Governors has responsibility for managing and controlling the property of UBC.

The purposes of this Policy are to:

- establish the long-term and strategic principles for the allocation, maintenance, and management of UBC Space;
- identify the academic and administrative authorities responsible for UBC Space allocation decisions, and the maintenance and operations of UBC Space; and
- establish mechanisms for the allocation of costs to academic and administrative units that occupy UBC Space.

Recognizing that many of UBC's spaces are located upon the traditional, ancestral territories of Indigenous nations, UBC has a stated strategic priority to enrich those landscapes with a stronger Indigenous presence. Therefore, UBC will explore, through engagement with Indigenous nations, opportunities to achieve these priorities in the application of this Policy.

1. Scope

- 1.1 This Policy applies to all land, buildings, and facilities owned, leased in, licensed in, or otherwise under the control of UBC ("**UBC Space**") except where it has been leased out or licensed out such that it is under the control of third parties. UBC Space includes:
- 1.1.1 permanent and temporary structures, and the building systems and infrastructure required for the functioning of buildings for their intended purposes (such as mechanical and electrical systems); and
 - 1.1.2 campus infrastructure owned or controlled by UBC (such as power lines, district energy systems, power plants, and roads) required for the operation of UBC's campuses.

- 1.2 Where UBC is not the owner of UBC Space, this Policy applies to the extent of UBC's legal control of UBC Space.

2. General Principles

- 2.1 UBC Space is private property and must be allocated optimally for its highest and best use in accordance with UBC's mission, purpose and strategic plan. To achieve this, UBC Space must be:
 - 2.1.1 used for purposes that align with UBC's strategic plan and the academic, teaching, learning, research, or other priorities of the academic or administrative units to which it is allocated;
 - 2.1.2 used productively, efficiently, and appropriately; and
 - 2.1.3 allocated non-permanently with allocations periodically re-assessed to determine its highest and best use.
- 2.2 All UBC Space must be maintained and kept in good repair in accordance with UBC standards including any Rules established by the Responsible Executive.
- 2.3 Academic and administrative units to which UBC Space is allocated must share financial responsibility for the operational and maintenance costs for that UBC Space in accordance with the Procedures associated with this Policy.
- 2.4 Decisions regarding the allocation, use, maintenance, and financial responsibility for UBC Space must:
 - 2.4.1 have clear lines of decision making authority;
 - 2.4.2 use a data informed and rational process of allocation; and
 - 2.4.3 be consultative and collaborative.
- 2.5 Outdoor Space is private property and is provided and maintained for use as UBC permits.

3. Authority to Allocate Space

- 3.1 The Board of Governors delegates its authority to manage, administer, and control UBC Space through this Policy.
- 3.2 UBC Space is designated as either Academic Space or Administrative Space and must only be allocated, used, or renovated, or have its use changed in accordance with the Procedures associated with this Policy.

4. Acquisition or Disposition of UBC Space

- 4.1 The Responsible Executive shall be responsible for all decisions to acquire or dispose of any UBC Space, whether permanently or for a period of time.
- 4.2 Except where governed by another UBC Board of Governors policy, UBC Treasury shall be responsible for managing:
 - 4.2.1 the sale or purchase of UBC Space;
 - 4.2.2 the process for acquiring additional UBC Space by way of leasing in or licensing in; and
 - 4.2.3 the process for permitting third parties to use UBC Space by way of leasing out or licensing out.
- 4.3 All academic and administrative units wishing to acquire additional UBC Space, or to allow third parties to use or purchase UBC Space, must inform UBC Treasury and follow the processes established by UBC Treasury. UBC Treasury processes are intended to ensure compliance with the *University Act* as well as Board of Governors policies and signing resolutions.

5. Modifications of UBC Space

- 5.1 Prior approvals in accordance with the Procedures associated with this Policy are required for all:
 - 5.1.1 Renovations, as defined in the Procedures associated with this Policy, of UBC Space; and
 - 5.1.2 Change of Use, as defined in the Procedures associated with this Policy, of UBC Space.
- 5.2 Approval processes for modifications described in Section 5.1 should take into account health and safety considerations and inform the design, construction and maintenance requirements.

6. Rules

- 6.1 The Responsible Executive may issue and maintain rules (“**Rules**”) regarding the subject matter of the Policy and its associated Procedures, provided that such Rules must not be inconsistent with the Policy or its associated Procedures. The creation of Rules is at the discretion of the Responsible Executive where the Responsible Executive believes there is benefit to enumerate detailed processes and requirements for the UBC community. The Responsible Executive, Academic Authorities and Administrative Authorities do not require the existence of a Rule to exercise their authority with respect to the subject matter of the Policy and its associated Procedures.
- 6.2 The Rules may be contained in one or more documents. Prior to creating or substantively revising the Rules, the Responsible Executive will establish an advisory committee which will consist of representatives from the Office of the University Counsel and of persons from the applicable campus who are representative of the academic and administrative units responsible for the subject matter of the Rules and the primary UBC constituencies that would be impacted by the Rules. Any proposed new Rules or substantive amendments to existing

Rules must be published publicly for a period of at least two weeks on a UBC website designated by the Responsible Executive with a request for feedback to the advisory committee. The advisory committee, upon receipt and consideration of such feedback, will provide advice to the Responsible Executive on the form and content of the new Rule or amended Rule.

- 6.3 Without limiting the foregoing, the Rules may:
- 6.3.1 establish a process for approval of third party use of UBC Space, together with any required terms to be included in all leases or licenses granted to third parties to use UBC Space (such as rental rates and revenue sharing arrangements);
 - 6.3.2 establish standards for maintenance of UBC Space;
 - 6.3.3 establish cleaning standards for UBC Space;
 - 6.3.4 establish Occupation and Maintenance Costs, as defined in the Procedures associated with this Policy, for use of UBC Space; and
 - 6.3.5 establish an approval process for installations of works of art in any indoor or outdoor UBC Space.
- 6.4 Rules may vary for different types of UBC Space.
- 6.5 Different Rules may apply to different UBC campuses.
- 6.6 Exceptions or variations to the Rules may be made in certain circumstances if the exception or variation is approved in writing by the Responsible Executive.



PROCEDURES ASSOCIATED WITH THE SPACE MANAGEMENT POLICY

Pursuant to the Space Management Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable. Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Space Management Policy.

1. Definitions

- 1.1 **“Academic Authority”** is defined in Procedures section 3.2.
- 1.2 **“Academic Space”** means Faculty Use Space and General Use Academic Space.
- 1.3 **“Administrative Authority”** is defined in Procedures section 3.1.
- 1.4 **“Administrative Space”** means all UBC Space other than Academic Space including, without limitation:
 - 1.4.1 offices allocated to administrative units;
 - 1.4.2 space used by ancillary units such as Student Housing and Hospitality Services and Athletics and Recreation; and
 - 1.4.3 Outdoor Space.
- 1.5 **“Base Building Infrastructure”** is defined in Procedures section 7.1.
- 1.6 **“Change of Use”** means changes in the functional use of UBC Space, whether requiring renovations or not. Examples include but are not limited to:
 - 1.6.1 changing classroom space to administrative offices;
 - 1.6.2 changing laboratory space to classroom space; and
 - 1.6.3 changing meeting rooms to administrative offices.
- 1.7 **“Faculty Use Envelope”** is defined in Procedures section 6.1.
- 1.8 **“Faculty Use Space”** means Academic Space allocated to the faculties by the Academic Authority, which may include:
 - 1.8.1 offices used by scholars including faculty members, students and post-doctoral fellows;

- 1.8.2 offices used by faculty administration;
 - 1.8.3 student space;
 - 1.8.4 research laboratories;
 - 1.8.5 theatres, studios and rehearsal spaces;
 - 1.8.6 library, gallery, and museum spaces;
 - 1.8.7 classrooms and other teaching spaces not managed by UBC Enrolment Services;
 - 1.8.8 other spaces designated by a faculty for use by students, postdoctoral fellows and research associates; and
 - 1.8.9 exterior space allocated on a full time basis to a faculty for academic, research or related purposes, such as farms, research gardens, and research forests.
- 1.9 **“General Use Academic Space”** means space that is primarily used for teaching, research, or study that has not been allocated to a faculty (as Faculty Use Space), and does not constitute Administrative Space. This may include:
- 1.9.1 general teaching space classrooms which are managed by Enrolment Services and Infrastructure Development;
 - 1.9.2 storage rooms including AV equipment rooms used for supporting classrooms; and
 - 1.9.3 study space located in or near common building areas, including circulation areas that are used for informal study.
- 1.10 **“Occupation and Maintenance Costs”** is defined in Procedures section 8.1.
- 1.11 **“Off Campus Facilities”** means UBC Space located outside the boundaries of the Vancouver campus or the Okanagan campus.
- 1.12 **“Outdoor Space”** means any UBC Space located outside of buildings that is not designated as Faculty Use Space or allocated for the use of an administrative unit.
- 1.13 **“Renovation”** means any physical change to an existing building or areas within buildings, including Base Building Infrastructure, space configuration, finishes, infrastructure, and technology upgrades.
- 1.14 **“Space Inventory”** is defined in Procedures section 2.1.
- 1.15 **“UBC Space”** is defined in section 1.1 of the Policy.

2. Designation of UBC Space

- 2.1 The Responsible Executive shall maintain an inventory of Academic Space and Administrative Space for each of the Vancouver campus and the Okanagan campus (the “**Space Inventory**”).
- 2.2 All existing and newly acquired or constructed UBC Space must be designated as either Academic Space or Administrative Space by the Responsible Executive and added to the Space Inventory.
- 2.3 The Responsible Executive is responsible for maintaining the Space Inventory.
- 2.4 The Responsible Executive will determine which Off Campus Facilities are allocated to the Okanagan campus and the Vancouver campus for the purposes of this Policy and Procedures;

3. Delegation of Authority to Allocate UBC Space

- 3.1 For the purpose of space management pursuant to the Policy, the Responsible Executive delegates as follows:
 - 3.1.1 for allocation of Administrative Space:
 - (a) at UBC Vancouver, the Associate Vice-President, Facilities; and
 - (b) at UBC Okanagan, the Associate Vice-President Finance and Operations(each, an “**Administrative Authority**”);
 - 3.1.2 for allocation of Academic Space:
 - (a) at UBC Vancouver, the Provost and Vice-President, Academic (UBC Vancouver); and
 - (b) at UBC Okanagan, the Provost and Vice-President, Academic (UBC Okanagan)(each, an “**Academic Authority**”).
 - 3.1.3 each delegate may sub-delegate all or some of the duties under this Policy and associated Procedures but remains responsible for oversight of the sub-delegated duties.

4. Space Management at UBC’s Vancouver Campus:

4.1 Allocation of Administrative Space:

- 4.1.1 The allocation and use of Administrative Space is determined by the Administrative Authority, in consultation with the other Vice Presidents and with UBC Facilities (Infrastructure Development).
- 4.1.2 For the purpose of this Policy, Off Campus Facilities under the jurisdiction of the UBC Vancouver Administrative Authority will be considered part of the Vancouver campus.

4.1.3 Administrative Space which has been delegated may normally be sub-delegated within administrative units in accordance with management lines of authority.

4.2 Allocation of Academic Space:

4.2.1 The allocation and use of Academic Space is determined by the Academic Authority, in consultation with UBC Facilities (Infrastructure Development).

4.3 Acquisition or Disposition of UBC Space:

4.3.1 UBC Treasury will consult with UBC Facilities (Infrastructure Development), and comply with any Rules, prior to acquiring additional UBC Space or giving third parties use of existing UBC Space (whether through purchase, sale, license, or lease).

4.4 Cleaning and Custodial Services:

4.4.1 All cleaning and custodial services for UBC Space must be carried out or overseen by UBC Facilities or Student Housing and Community Services (for UBC operated housing), and in Off Campus Facilities, in accordance with directions provided by UBC Treasury taking into the consideration any legal requirements governing the use of such facilities.

4.5 Maintenance and Repairs:

4.5.1 The appropriate UBC standards for maintenance and repairs of UBC Space may differ for different types and use of UBC Space and will be determined by the Responsible Executive and may be outlined in Rules.

4.5.2 All maintenance and repair work on UBC Space must be carried out or overseen by UBC Facilities, or Student Housing and Community Services (for UBC operated housing) and in Off Campus Facilities, in accordance with directions provided by UBC Treasury taking into the consideration any legal requirements governing the use of such facilities.

4.6 Renovation or Changes to UBC Space:

4.6.1 No academic or administrative unit may undertake or authorize a Renovation or Change of Use of UBC Space without the prior approval of UBC Facilities (Infrastructure Development).

4.6.2 No changes to Outdoor Space, including modifications to gardens, trees, lawns, trails, pathways or hard surface areas may be made without the prior approval of Campus and Community Planning.

4.6.3 No changes may be made to exterior Faculty Use Space which would materially impact the use or enjoyment of adjacent UBC public realm without prior consultation with Campus and Community Planning.

4.7 Installation of Works of Art

- 4.7.1 No person may install works of art, or give permission to anyone to install works of art in any publicly accessible UBC Space (for example: building lobbies, atria, public corridors, publicly accessible outdoor areas), without the prior permission of the University Art Committee (for indoor art) or the Outdoor Art Sub-Committee (for outdoor art).
- 4.7.2 All works of art (whether in a public space or not) must be installed professionally by UBC staff or UBC contractors in compliance with all building codes and regulations governing seismic, fire, and life safety.
- 4.7.3 The permissions required in this section do not apply to UBC operated museums or galleries that display works of art as part of their programming, or to the display of student works of art, with the approval of their academic unit, as part of a UBC program of study.

5. Space Management at UBC's Okanagan Campus:

5.1 Allocation of Administrative Space:

- 5.1.1 The allocation and use of Administrative Space is determined by the Administrative Authority.
- 5.1.2 For the purpose of this Policy, Off Campus Facilities under the jurisdiction of the UBC Okanagan Administrative Authority will be considered part of the Okanagan campus.
- 5.1.3 Administrative Space which has been delegated may normally be sub-delegated within administrative units in accordance with management lines of authority.

5.2 Allocation of Academic Space:

- 5.2.1 The allocation and use of Academic Space is determined by the Academic Authority.

5.3 Acquisition or Disposition of Space:

- 5.3.1 UBC Treasury will consult with the Academic Authority or Administrative Authority (as appropriate), and comply with any applicable Rules, prior to acquiring additional UBC Space or giving third parties use of existing UBC Space (whether through purchase, sale, license, or lease).

5.4 Cleaning and Custodial Services:

- 5.4.1 All cleaning and custodial services for UBC Space must be carried out or overseen by Campus Operations, or Student Housing and Community Services (for UBC operated housing), and in Off Campus Facilities, in accordance with directions provided by UBC

Treasury taking into the consideration any legal requirements governing the use of such facilities.

5.5 Maintenance and Repairs:

- 5.5.1 The appropriate UBC standards for maintenance and repairs of UBC Space may differ for different types and use of UBC Space and will be determined by the Responsible Executive and may be outlined in Rules.
- 5.5.2 All maintenance and repair work on UBC Space must be carried out or overseen by Campus Operations or Infrastructure Development, or Student Housing and Community Services (for UBC operated housing), and in Off Campus Facilities, in accordance with directions provided by UBC Treasury taking into the consideration any legal requirements governing the use of such facilities.

5.6 Renovation or Changes to UBC Space:

- 5.6.1 No academic or administrative unit may undertake or authorize a Renovation of UBC Space without the prior approval of UBC Infrastructure Development.
- 5.6.2 No changes to Outdoor Space, including modifications to gardens, trees, lawns, trails, pathways or hard surface areas may be made without the prior approval of Campus Planning.
- 5.6.3 No changes may be made to exterior Faculty Use Space which would materially impact the use or enjoyment of adjacent UBC public realm without prior consultation with Campus Planning.

5.7 Installation of Works of Art

- 5.7.1 No person may install works of art, or give permission to anyone to install works of art in any publicly accessible UBC Space (for example: building lobbies, atria, public corridors, publicly accessible outdoor areas), without the prior permission of the Administrative Authority.
- 5.7.2 All works of art (whether in a public space or not) must be installed professionally by UBC staff or UBC contractors in compliance with all building codes and regulations governing seismic, fire, and life safety.
- 5.7.3 The permissions required in this section do not apply to UBC operated museums or galleries that display works of art as part of their programming, or to the display of student works of art, with the approval of their academic unit, as part of a UBC program of study.

6. Responsibility of Deans in Allocation of Faculty Use Envelope at both UBC Vancouver Campus and UBC Okanagan Campus

Faculty Use Space

- 6.1 The Dean of each faculty is allocated a portion of Faculty Use Space by the Academic Authority for use by that faculty (the “**Faculty Use Envelope**”).
- 6.2 The Dean will be responsible for allocating the Faculty Use Envelope for the use of its faculty and staff in accordance with this Policy. The Dean may create a process for such allocation, including without limitation:
 - 6.2.1 creating a faculty policy regarding the allocation of the Faculty Use Envelope within the faculty;
 - 6.2.2 creating a committee to advise on the allocation of the Faculty Use Envelope within the faculty; or
 - 6.2.3 delegating authority to allocate the Faculty Use Envelope to an individual or a committee.
- 6.3 The Dean may not authorize a Change of Use in the Faculty Use Envelope or Renovations to any portion of the Faculty Use Envelope without the prior approval of the Academic Authority.
- 6.4 An Academic Authority may periodically re-allocate Faculty Use Space in accordance with the principles set out in Section 2 of the Policy.

7. Building Systems and Equipment at both UBC Vancouver Campus and UBC Okanagan Campus

- 7.1 Responsibility for the operations and maintenance of base building infrastructure and the equipment required to make a building functional and safe for general occupancy is assigned to UBC Facilities on the UBC Vancouver campus and Facilities Management on the UBC Okanagan campus. These systems include the building structure, envelope, interior architectural components and finishes, heating, ventilating and air conditioning (HVAC) systems, utility services, elevators, plumbing, fire and life safety systems, electrical distribution, lighting, digital network infrastructure and connectivity hardware (in accordance with UBC Information Technology standards), waste management and custodial services equipment, and public realm and related infrastructure as well as exterior infrastructure such as electrical substations and shared heating systems (“**Base Building Infrastructure**”).
- 7.2 Equipment obtained for the benefit of an administrative or academic unit in Administrative Space or Faculty Use Space and directly related to their activities, is the responsibility of that unit including purchasing, installing, operating, maintaining, and replacing in accordance with UBC policies and obtaining any licenses or permits required by regulatory authorities. This includes ancillary electrical, mechanical and architectural systems that are installed specifically to support the unit’s activity or function. Examples include air conditioning units for research equipment and computers, specialized water filtration systems, uninterruptable power supplies, and air compressors serving research spaces.

- 7.3 No equipment may be installed by an administrative or academic unit that will materially impact Base Building Infrastructure without the prior approval of UBC Facilities (Infrastructure Development) for the Vancouver campus and Infrastructure Development for the Okanagan campus.


8. Costs Associated with Occupying and Maintaining UBC Space at both UBC Vancouver Campus and UBC Okanagan Campus

- 8.1 The Responsible Executive may allocate costs and charge specific fees to administrative and academic units through its budgeting process for the use, maintenance and repair of UBC Space including, without limitation:

- 8.1.1 rental costs;
- 8.1.2 utilities;
- 8.1.3 IT costs;
- 8.1.4 security costs;
- 8.1.5 cleaning and custodial costs;
- 8.1.6 maintenance and repairs; and
- 8.1.7 general levies akin to property taxes.

(“Occupation and Maintenance Costs”)

- 8.2 The type and manner of allocating and charging Occupational and Maintenance Costs may vary between campuses and may also differentiate between different types of UBC Space including:
 - 8.2.1 new buildings versus existing buildings;
 - 8.2.2 types of space (for example laboratories versus office space);
 - 8.2.3 actual costs of utilities; and
 - 8.2.4 standards for office space and shared space.

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: UP13</p>
<p>Long Title: Management of UBC Controlled Land, Buildings and Infrastructure</p>	
<p>Short Title: Space Management Policy</p>	

Background & Purposes

In accordance with the *University Act*, the UBC Board of Governors has responsibility ~~to manage~~[for managing](#) and ~~control~~[controlling](#) the property of UBC.

The purposes of this Policy are to:

- establish the long-term and strategic principles for the allocation, maintenance, and management of UBC Space;
- identify the academic and administrative authorities responsible for UBC Space allocation decisions, [and the](#) maintenance and operations of UBC Space; and
- establish mechanisms for the allocation of costs to academic and administrative units that occupy UBC Space.

Recognizing that many of UBC’s spaces are located upon the traditional, ancestral territories of Indigenous nations, UBC has a stated strategic priority to enrich those landscapes with a stronger Indigenous presence. Therefore, UBC will explore, through engagement with Indigenous nations, opportunities to achieve these priorities in the application of this Policy.

1. Scope

1.1 This Policy applies to all land, buildings, and facilities owned, leased [in](#), licensed [in](#), or otherwise under the control of UBC (“**UBC Space**”) except where it has been leased [out](#) or licensed [out](#) such that it is under the control of third parties. UBC Space includes:

- 1.1.1 permanent and temporary structures, and the building systems and infrastructure required for the functioning of buildings for their intended purposes (such as mechanical and electrical systems); and
- 1.1.2 campus infrastructure owned or controlled by UBC (such as power lines, district energy systems, power plants, and roads ~~and other facilities~~) required for the operation of UBC's campuses.

1.2 Where UBC is not the owner of UBC Space, this Policy applies to the extent of UBC's legal control of UBC Space.

2. General Principles

2.1 UBC Space is private property and must be allocated optimally for its highest and best use in accordance with UBC's mission, purpose and strategic plan. To achieve this, UBC Space must be:

- 2.1.1 used for purposes that align with UBC's strategic plan and the academic, teaching, learning, research, or other priorities of the academic or administrative units to which it is allocated;
- 2.1.2 used productively, efficiently, and appropriately; and
- 2.1.3 allocated non-permanently with allocations periodically re-assessed to determine its highest and best use.

2.2 All UBC Space must be maintained and kept in good repair in accordance with UBC standards including any Rules established by the Responsible Executive.

2.3 Academic and administrative units ~~that are~~ to which UBC Space is allocated ~~space~~ must share financial responsibility for the operational and maintenance costs for ~~their~~ that UBC Space in accordance with the Procedures associated with this Policy.

2.4 Decisions regarding the allocation, use, maintenance, and financial responsibility for UBC Space must:

- 2.4.1 have clear lines of decision making authority;
- 2.4.2 use a data informed and rational process of allocation; and
- 2.4.3 be consultative and collaborative.

2.5 Outdoor ~~UBC~~ Space is private property and is provided and maintained for use ~~by the~~ as UBC ~~community and for approved public use~~ permits.

3. Authority to Allocate Space

- 3.1 The Board of Governors delegates its authority to manage, administer, and control UBC Space through this Policy.
- 3.2 UBC Space is designated as either Academic Space or Administrative Space and must only be allocated, used, or renovated, or have its use changed in accordance with the Procedures associated with this Policy.

4. Acquisition or Disposition of UBC Space

- 4.1 The Responsible Executive shall be responsible for all decisions to acquire or dispose of any UBC Space, whether permanently or for a period of time.
- 4.2 Except where governed by another UBC Board of Governors policy, UBC Treasury shall be responsible for managing:
 - 4.2.1 ~~managing~~ the sale or purchase of UBC Space;
 - 4.2.2 ~~managing~~ the process for acquiring additional UBC Space by way of ~~lease~~ leasing in or ~~license~~ licensing in; and
 - 4.2.3 ~~managing~~ the process for permitting third parties to use UBC Space by way of ~~lease~~ leasing out or ~~license~~ licensing out.
- 4.3 All academic and administrative units wishing to acquire additional UBC Space, or to allow third parties to use or purchase UBC Space, must ~~notify~~ inform UBC Treasury and follow the processes established by UBC Treasury. UBC Treasury processes ~~will~~ are intended to ensure compliance with the *University Act* as well as Board of Governors policies and signing resolutions.

5. Modifications of UBC Space

- 5.1 Prior approvals in accordance with the Procedures associated with this Policy are required for all:
 - 5.1.1 Renovations, as defined in the Procedures associated with this Policy, of UBC Space; and
 - 5.1.2 Change of Use, as defined in the Procedures associated with this Policy, of UBC Space; and
 - ~~5.1.3 Use, modification or changes in use to Outdoor Space.~~
- 5.2 Approval processes for modifications described in Section 5.1 should take into account health and safety considerations and inform the design, construction and maintenance requirements.

6. Rules

- 6.1 The Responsible Executive may issue and maintain rules (“**Rules**”) regarding the subject

matter of the Policy and its associated Procedures, provided that such Rules must not be inconsistent with the Policy or its associated Procedures. The creation of Rules is at the discretion of the Responsible Executive where the Responsible Executive believes there is benefit to enumerate detailed processes and requirements for the UBC community. The Responsible Executive, Academic Authorities and Administrative Authorities do not require the existence of a Rule to exercise their authority with respect to the subject matter of the Policy and its associated Procedures.

6.2 The Rules may be contained in one or more documents. Prior to creating or substantively revising the Rules, the Responsible Executive will establish an advisory committee which will consist of representatives from the Office of the University Counsel and of persons from the applicable campus who are representative of the academic and administrative units responsible for the subject matter of the Rules and the primary UBC constituencies that would be impacted by the Rules. Any proposed new Rules or substantive amendments to existing Rules must be published publicly for a period of at least two weeks on a UBC website designated by the Responsible Executive with a request for feedback to the advisory committee. The advisory committee, upon receipt and consideration of such feedback, will provide advice to the Responsible Executive on the form and content of the new Rule or amended Rule.

6.3 ~~6.2~~ Without limiting the foregoing, the Rules may:

6.3.1 ~~6.2.1~~ establish a process for approval of third party use of UBC Space, together with any required terms to be included in all leases or licenses granted to third parties to use UBC Space (such as rental rates and revenue sharing arrangements);

6.3.2 ~~6.2.2~~ establish standards for maintenance of UBC Space;

6.3.3 ~~6.2.3~~ establish cleaning standards for UBC Space;

6.3.4 ~~6.2.4~~ establish Occupation and Maintenance Costs, as defined in the Procedures associated with this Policy, for use of UBC Space; and

6.3.5 ~~6.2.5~~ establish an approval process for installations of works of art in any indoor or outdoor UBC Space.

6.4 ~~6.3~~ Rules may vary for different types of UBC Space.

6.5 ~~6.4~~ Different Rules may apply to different UBC campuses.

~~6.5 — The Responsible Executive will report the creation or repeal of any Rules and any material amendments to any Rules at the next scheduled meeting of the Board of Governors or as soon as practicable thereafter.~~

6.6 Exceptions or variations to the Rules may be made in certain circumstances if the exception or variation is approved in writing by the Responsible Executive.



PROCEDURES ASSOCIATED WITH THE SPACE MANAGEMENT POLICY

Pursuant to the Space Management Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable. Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Space Management Policy.

1. Definitions

1.1 ~~1.1~~ **“Academic Authority”** is defined in Procedures section 3.2.

1.2 ~~1.1~~ **“Academic Space”** means Faculty Use Space and General Use Academic Space.

1.3 **“Administrative Authority”** is defined in Procedures section 3.1.

1.4 ~~1.2~~ **“Administrative Space”** means all UBC Space other than Academic Space including, without limitation:

1.4.1 ~~1.2.1~~ offices allocated to administrative ~~offices~~ units;

1.4.2 ~~1.2.2~~ space used by ancillary units such as Student Housing and Hospitality Services and Athletics and Recreation; and

1.4.3 ~~1.2.3~~ Outdoor Space.

1.5 ~~1.3~~ **“Base Building Infrastructure”** is defined in Procedures section 7.1.

1.6 ~~1.4~~ **“Change of Use”** means changes in the functional use of ~~space~~ UBC Space, whether requiring renovations or not. Examples include but are not limited to:

1.6.1 ~~1.4.1~~ changing classroom space to administrative offices;

1.6.2 ~~1.4.2~~ changing laboratory space to classroom space; and

1.6.3 ~~1.4.3~~ changing meeting rooms to administrative offices.

1.7 ~~1.5~~ **“Faculty Use Envelope”** is defined in Procedures section 6.1.

1.8 ~~1.6~~ **“Faculty Use Space”** means ~~UBC~~ Academic Space allocated to ~~a faculty~~ the faculties by the Academic Authority, which may include:

1.8.1 ~~1.6.1~~ offices used by scholars including faculty members, students and post-doctoral fellows;

1.8.2 ~~1.6.2~~ offices used by faculty administration;

1.8.3 ~~1.6.3~~ student space;

1.8.4 ~~1.6.4~~ research laboratories;

1.8.5 ~~1.6.5~~ theatres, studios and rehearsal spaces;

1.8.6 ~~1.6.6~~ library, gallery, and museum spaces;

1.8.7 ~~1.6.7~~ classrooms and other teaching spaces not managed by UBC Enrolment Services;

1.8.8 ~~1.6.8~~ other spaces designated by a faculty for use by students, postdoctoral fellows and research associates; and

1.8.9 ~~1.6.9~~ exterior space allocated on a full time basis to a faculty ~~member~~ for academic, research or related purposes, such as farms, research gardens, and research forests.

1.9 ~~1.7~~ “**General Use Academic Space**” means space that is primarily used for ~~classroom~~, teaching, ~~or~~ research, or study that has not been allocated to a ~~Faculty~~ faculty (as Faculty Use Space), and does not constitute Administrative Space, ~~and includes classroom and other~~. This may include:

1.9.1 general teaching ~~and learning spaces~~ space classrooms which are managed by ~~UBC~~ Enrolment Services and Infrastructure Development;

1.9.2 storage rooms including AV equipment rooms used for supporting classrooms; and

1.9.3 study space located in or near common building areas, including circulation areas that are used for informal study.

1.10 ~~1.8~~ “**Occupation and Maintenance Costs**” is defined in Procedures section 8.1.

1.11 ~~1.9~~ “**Off Campus Facilities**” means UBC Space located outside the boundaries of the Vancouver ~~Campus~~ campus or the Okanagan ~~Campus~~ campus.

1.12 ~~1.10~~ “**Outdoor Space**” means any UBC Space located outside of buildings that is not designated as Faculty Use Space or allocated for the use of an administrative unit.

1.13 ~~1.11~~ “**Renovation**” means any physical change to an existing building or areas within buildings, including Base Building Infrastructure, space configuration, finishes, infrastructure, and technology upgrades.

1.14 ~~1.12~~ “**Space Inventory**” is defined in Procedures section 2.1.

1.15 ~~1.13~~ “UBC Space” is defined in section 1.1 of the Policy.

2. Designation of UBC Space

2.1 The Responsible Executive shall maintain an inventory of Academic Space and Administrative Space for each of the Vancouver ~~Campus~~campus and the Okanagan ~~Campus~~campus (the “Space Inventory”).

2.2 All existing and newly acquired or constructed UBC Space must be designated as either Academic Space or Administrative Space by the Responsible Executive and added to the Space Inventory.

2.3 The Responsible Executive is responsible for maintaining the Space Inventory.

2.4 The Responsible Executive will determine which Off Campus ~~Space is~~Facilities are allocated to the Okanagan ~~Campus~~campus and the Vancouver ~~Campus~~campus for the purposes of this Policy and Procedures;

3. Delegation of Authority to Allocate UBC Space

3.1 For the purpose of space management pursuant to the Policy, the Responsible Executive delegates as follows:

3.1.1 for allocation of Administrative Space:

- (a) at UBC Vancouver, the Associate Vice-President, Facilities; and
 - (b) at UBC Okanagan, the Associate Vice-President Finance and Operations
- (each, an “**Administrative Authority**”);

3.1.2 for allocation of Academic Space:

- (a) at UBC Vancouver, the Provost and Vice-President, Academic (UBC Vancouver);
and
 - (b) at UBC Okanagan, the Provost and Vice-President, Academic (UBC Okanagan)
- (each, an “**Academic Authority**”).

3.1.3 each delegate may sub-delegate all or some of the duties under this Policy and ~~associate~~associated Procedures but remains responsible for oversight of the sub-delegated duties.

4. Space Management at UBC’s Vancouver Campus:

4.1 Allocation of Administrative Space:

4.1.1 The allocation and use of Administrative Space is determined by the Administrative Authority, in consultation with the other Vice Presidents and with UBC Facilities (Infrastructure Development).

4.1.2 For the purpose of this Policy, Off- Campus Facilities under the jurisdiction of the [UBC Vancouver Administrative Authority](#) will be considered part of the Vancouver ~~Campus~~[campus](#).

4.1.3 ~~Sub-delegation of~~ Administrative Space ~~to~~[which has been delegated may normally be sub-delegated within](#) administrative units ~~will normally follow~~[in accordance with](#) management lines of authority.

4.2 Allocation of Academic Space:

4.2.1 The allocation and use of Academic Space is determined by the Academic Authority, in consultation with UBC Facilities (Infrastructure Development).

4.3 Acquisition or Disposition of UBC Space:

4.3.1 UBC Treasury will consult with UBC Facilities (Infrastructure Development), and comply with any Rules, prior to acquiring additional UBC Space or giving third parties use of existing UBC Space (whether through purchase, sale, license, or lease).

4.4 Cleaning and Custodial Services:

4.4.1 All cleaning and custodial services for UBC Space must be carried out or overseen by UBC Facilities or Student Housing and Community Services (for UBC operated housing), and in Off- Campus Facilities, in accordance with directions provided by UBC Treasury taking into the consideration any legal requirements governing the use of such facilities.

4.5 Maintenance and Repairs:

4.5.1 The appropriate UBC standards for maintenance and repairs of UBC Space may differ for different types and use of UBC Space and will be determined by the Responsible Executive and may be outlined in Rules.

4.5.2 All maintenance and repair work on UBC Space must be carried out or overseen by UBC Facilities, or Student Housing and Community Services (for UBC operated housing) and in Off- Campus Facilities, in accordance with directions provided by UBC Treasury taking into the consideration any legal requirements governing the use of such facilities.

4.6 Renovation or Changes to UBC Space:

4.6.1 No academic or administrative unit may undertake or authorize a Renovation or Change of Use of UBC Space without the prior approval of UBC Facilities (Infrastructure Development).

4.6.2 No changes to Outdoor Space, including modifications to gardens, trees, lawns, trails, pathways or hard surface areas may be made without the prior approval of Campus and Community Planning.

[4.6.3 No changes may be made to exterior Faculty Use Space which would materially impact the use or enjoyment of adjacent UBC public realm without prior consultation with Campus and Community Planning.](#)

4.7 Installation of Works of Art

4.7.1 No person may install works of art, or give permission to anyone to install works of art in any publicly accessible UBC Space (for example: building lobbies, atria, public corridors, publicly accessible outdoor areas), without the prior permission of the University Art Committee (for indoor art) or the Outdoor Art Sub-Committee (for outdoor art).

4.7.2 All works of art (whether in a public space or not) must be installed professionally by UBC staff or UBC contractors in compliance with all building codes and regulations governing seismic, fire, and life safety.

4.7.3 The permissions required in this section do not apply to UBC operated museums or galleries that display works of art as part of their programming, or to the display of student works of art, with the approval of their academic unit, as part of a UBC program of study.

5. Space Management at UBC's Okanagan Campus:

5.1 Allocation of Administrative Space:

5.1.1 The allocation and use of Administrative Space is determined by the Administrative Authority.

5.1.2 For the purpose of this Policy, Off Campus Facilities under the jurisdiction of the UBC Okanagan Administrative Authority will be considered part of the Okanagan ~~Campus~~campus.

5.1.3 ~~Sub-delegation of~~ Administrative Space ~~to~~which has been delegated may normally be sub-delegated within administrative units ~~will normally follow~~in accordance with management lines of authority.

5.2 Allocation of Academic Space:

5.2.1 The allocation and use of Academic Space is determined by the Academic Authority.

5.3 Acquisition or Disposition of Space:

5.3.1 UBC Treasury will consult with the Academic Authority or Administrative Authority (as appropriate), and comply with any applicable Rules, prior to acquiring additional UBC Space or giving third parties use of existing UBC Space (whether through purchase, sale, license, or lease).

5.4 Cleaning and Custodial Services:

5.4.1 All cleaning and custodial services for UBC Space must be carried out or overseen by Campus Operations, or ~~Student Housing and Community Services~~ (for UBC operated housing), and in Off-Campus Facilities, in accordance with directions provided by UBC Treasury taking into the consideration any legal requirements governing the use of such facilities.

5.5 Maintenance and Repairs:

5.5.1 The appropriate UBC standards for maintenance and repairs of UBC Space may differ for different types and use of UBC Space and will be determined by the Responsible Executive and may be outlined in Rules.

5.5.2 All maintenance and repair work on UBC Space must be carried out or overseen by Campus Operations or Infrastructure Development, or Student Housing and Community Services (for UBC operated housing), and in Off-Campus Facilities, in accordance with directions provided by UBC Treasury taking into the consideration any legal requirements governing the use of such facilities.

5.6 Renovation or Changes to UBC Space:

5.6.1 No academic or administrative unit may undertake or authorize a Renovation of UBC Space without the prior approval of ~~the Academic Authority or Administrative Authority as applicable~~ [UBC Infrastructure Development](#).

5.6.2 No changes to Outdoor Space, including modifications to gardens, trees, lawns, trails, pathways or hard surface areas may be made without the prior approval of ~~the Administrative Authority~~ [Campus Planning](#).

[5.6.3 No changes may be made to exterior Faculty Use Space which would materially impact the use or enjoyment of adjacent UBC public realm without prior consultation with Campus Planning.](#)

5.7 Installation of Works of Art

5.7.1 No person may install works of art, or give permission to anyone to install works of art in any publicly accessible UBC Space (for example: building lobbies, atria, public corridors, publicly accessible outdoor areas), without the prior permission of the Administrative Authority.

5.7.2 All works of art (whether in a public space or not) must be installed professionally by UBC staff or UBC contractors in compliance with all building codes and regulations governing seismic, fire, and life safety.

5.7.3 The permissions required in this section do not apply to UBC operated museums or galleries that display works of art as part of their programming, or to the display of student works of art, with the approval of their academic unit, as part of a UBC program of study.

6. Responsibility of Deans in Allocation of ~~Academic Space~~ Faculty Use Envelope at both UBC Vancouver Campus and UBC Okanagan Campus

Faculty Use Space

6.1 The Dean of each faculty is allocated ~~specific space~~ a portion of Faculty Use Space by the Academic Authority for use by that faculty (the “**Faculty Use Envelope**”).

6.2 The Dean will be ~~allocated space within~~ responsible for allocating the Faculty Use Envelope for the use of its faculty and staff in accordance with this Policy. The Dean may create a process for such allocation, including without limitation:

6.2.1 ~~create~~ creating a faculty policy regarding ~~space~~ the allocation of the Faculty Use Envelope within the faculty;

6.2.2 ~~create~~ creating a committee to advise on ~~space~~ the allocation of the Faculty Use Envelope within the faculty; ~~and or~~

6.2.3 ~~delegate~~ delegating authority to allocate ~~Space~~ the Faculty Use Envelope to an individual or a committee.

6.3 The Dean may not authorize a Change of Use in the Faculty Use Envelope or Renovations to any portion of the Faculty Use Envelope without the prior approval of the Academic Authority.

6.4 An Academic Authority may periodically re-allocate Faculty Use Space in accordance with the principles set out in Section 2 of the Policy.

7. Building Systems and Equipment at both UBC Vancouver Campus and UBC Okanagan Campus

7.1 Responsibility for the operations and maintenance of base building infrastructure and the equipment required to make a building functional and safe for general occupancy is assigned to UBC Facilities on the UBC Vancouver ~~Campus~~ campus and Facilities Management on the UBC Okanagan ~~Campus~~ campus. These systems include the building structure, envelope, interior architectural components and finishes, heating, ventilating and air conditioning (HVAC) systems, utility services, elevators, plumbing, fire and life safety systems, electrical distribution, lighting, ~~technology~~ digital network infrastructure and connectivity hardware (in accordance with UBC Information Technology standards), waste management and custodial services equipment, and public realm and related infrastructure as well as exterior

infrastructure such as electrical substations and shared heating systems (“**Base Building Infrastructure**”).

7.2 Equipment obtained for the benefit of an administrative or academic unit in Administrative Space or Faculty Use Space and directly related to their activities, is the responsibility of that unit including purchasing, installing, ~~licensing, permitting,~~ operating, maintaining, and replacing in accordance with UBC policies [and obtaining any licenses or permits required by regulatory authorities](#). This includes ancillary electrical, mechanical and architectural systems that are installed specifically to support the unit’s activity or function. Examples include air conditioning units for research equipment and computers, specialized water filtration systems, uninterruptable power supplies, and air compressors serving research spaces.

7.3 No equipment may be installed by an administrative or academic ~~units~~[unit](#) that will materially impact Base Building Infrastructure without the prior approval of UBC Facilities (Infrastructure Development) for the Vancouver ~~Campus~~[campus](#) and Infrastructure Development for the Okanagan ~~Campus~~[campus](#).

8. Costs Associated [with](#) Occupying and Maintaining [UBC](#) Space at both UBC Vancouver Campus and UBC Okanagan Campus

8.1 The Responsible Executive may allocate costs and charge specific fees to administrative and academic units through its budgeting process for the use, maintenance and repair of [UBC](#) Space including, without limitation:

8.1.1 rental costs;

8.1.2 utilities;

8.1.3 IT costs;

8.1.4 security costs;

8.1.5 cleaning and custodial costs;

8.1.6 maintenance and repairs; and

8.1.7 general levies akin to property taxes.

(“Occupation and Maintenance Costs”)

8.2 The type and manner of allocating and charging Occupational and Maintenance Costs may vary between campuses and may also differentiate between different types of [UBC](#) Space including:

8.2.1 new buildings versus existing buildings;

8.2.2 types of space (for example laboratories versus office space);

8.2.3 actual costs of utilities; and

8.2.4 standards for office space and shared space.

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Proposed Space Management Policy (UP13) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Category	Committee Recommendation
1.	<p>Communication</p> <ul style="list-style-type: none"> Several respondents raised concerns regarding timing and nature of historic communications practices surrounding occupation and maintenance costs. 	N/A	Communication & Implementation	<p>No changes recommended.</p> <p>Except where indicated in the Policy or Procedures (for example high level requirements with respect to the Rules) the manner in which the Policy is communicated, and the manner and type of consultation done is an implementation issue and outside the scope of the Policy Development Committee (PDC).</p> <p>The Policy does not detail all communication that will happen in practice.</p>
2.	<p>Financial Resourcing for Space Management</p> <ul style="list-style-type: none"> Several respondents raised concerns regarding changes to allocation of costs to faculties/admin units and requested corresponding allocation of resources for new space management cost responsibilities. A question was raised regarding application to deferred maintenance. Several detailed implementation questions were raised regarding allocation of costs. One respondent asked for a reason why units must share financial responsibility for space costs. 	N/A	Communication & Implementation	<p>No changes recommended.</p> <p>The Policy creates the framework for space management, but the implementation of the Policy is outside the scope of responsibility of the PDC.</p> <p>The Policy allows for different cost allocation rules at each campus so the decision can be made based on the specific situation and needs for that campus.</p> <p>The Policy documents existing practices. The PDC has provided all comments received, including the detailed implementation questions, to the Responsible Executive. Opportunities to enhance communications will be explored and implemented as appropriate.</p>

Proposed Space Management Policy (UP13) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Category	Committee Recommendation
3.	<p>Suggestion too detailed – Content for Rules</p> <ul style="list-style-type: none"> One respondent requested inclusion in the Policy of a process for vacated spaces. 	N/A	Rules	<p>No change recommended.</p> <p>The suggestion is for a subject that is too detailed or specific to address in the Policy or Procedure. This is an example of a process that could be contained in a Rule, or possibly in the process developed by an individual faculty with respect to its Faculty Use Envelope.</p> <p>The PDC has provided all comments received, including the request for a process for vacated spaces, to the Responsible Executive.</p>
4.	<p>Optimization of Space Allocation</p> <ul style="list-style-type: none"> In practice, space allocation is complex and there are often competing interests. Respondent suggests including more specificity in how optimal use can be assessed. 	Policy s. 2.1	Implementation & Faculty Level Authority	<p>No change recommended.</p> <p>The Policy creates a framework and these overarching principles apply across campuses to all types of space. Given the huge variability of space and use of space across UBC it is not possible to go into more detailed space use principles without unforeseen consequences. Note that each Dean has the authority to allocate space within their Faculty Use Envelope and the ability to create faculty-specific processes for doing so.</p>
5.	<p>Use of Outdoor Space</p> <ul style="list-style-type: none"> Suggestion to reiterate that Outdoor Space is private property for uses permitted by UBC. 	Policy s. 2.5	Clarification	<p>Change recommended.</p> <p>Outdoor Space is a subset of UBC Space. Clarification language recommended that explicitly notes that Outdoor Space is private property controlled by UBC as there may be a lack of awareness by users.</p>

Proposed Space Management Policy (UP13) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Category	Committee Recommendation
6.	<p>Consultation</p> <ul style="list-style-type: none"> Two respondents raised concern regarding the lack of availability to comment on the Rules prior to approval of the proposed Policy. 	Policy s. 6.1	Rules	<p>Change recommended.</p> <p>The Policy contains a robust process for the creation of and substantive amendments to Rules. The process strikes a balance between consultation and administrative efficiency by establishing a baseline for consultation which may not include all consultation that will happen in practice.</p> <p>The Policy does not require that all decisions regarding space use be contained in Rules. To address any confusion on this point, the PDC recommends the addition of clarification language around general management authority and the relationship between the Policies, Procedures, and Rules as established in the Regulatory Framework Policy.</p> <p>Rules are created once the Policy is approved and must follow the principles outlined in the Policy. Impacted UBC constituencies will be involved in the development or amendment of Rules.</p> <p>The requirement to report the creation or repeal of Rules and material amendments to any Rules to the Board was removed as the Board is not involved in processes for the creation, repeal or amendment of Rules. This change aligns the Policy with the Regulatory Framework Policy.</p>

Proposed Space Management Policy (UP13) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Category	Committee Recommendation
7.	<p>Process for Creation of Rules</p> <ul style="list-style-type: none"> • Suggestion: changes to the Rules should be posted for comment for 2 weeks and notification sent to unit heads. • Suggestion: clarify advisory committee’s terms of reference. • Suggestion: advisory committee’s comments on proposed rule changes should be published during comment phase, not just provided to the Responsible Executive. 	Policy s. 6.1	Rules	<p>No change recommended.</p> <p>These suggestions are too detailed for the Policy and relate to implementation – the PDC has forwarded the suggestions to the Responsible Executive.</p> <p>The PDC notes that the composition and terms of reference for the advisory committee will vary depending on the subject matter of the Rule.</p>
8.	<p>Definition of General Use Academic Space</p> <ul style="list-style-type: none"> • A respondent identified the need to provide a more comprehensive definition of “General Use Academic Space” and suggested an alternate definition with the inclusion of examples. 	Procedures s. 1.7	Definition	<p>Change recommended.</p> <p>The PDC largely adopted the respondent’s proposed language.</p>

Proposed Space Management Policy (UP13) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Category	Committee Recommendation
9.	<p>Consultation on Allocation of Space</p> <ul style="list-style-type: none"> A respondent raised concerns that there is no requirement to consult with Deans/academic units about allocation of administrative or academic spaces. 	Procedures s. 4	Consultation	<p>No change recommended.</p> <p>The Policy sets out the framework for space management, including the authority for the allocation of UBC Space. Within that framework, the Policy enables each delegate to establish the appropriate processes for the types of UBC Space within the delegates' authority. For example, at UBCO, the existing process is delegated to the Strategic Space Committee. In addition, each Dean has the authority to allocate space within their Faculty Use Envelope and the ability to create faculty-specific processes for doing so.</p>
10.	<p>Changes to Outdoor Space</p> <ul style="list-style-type: none"> A respondent requested an exemption for the UBC Botanical Gardens for Campus & Community Planning approval for changes to Outdoor Space. 	Procedures ss. 4.6.3 and 5.6.3	Faculty Level Authority	<p>Change recommended.</p> <p>Since the Botanical Gardens is not part of Outdoor Space (rather, it is Academic Space within the Faculty Use Envelope of the Faculty of Science), the Dean does not require the approval of Campus & Community Planning to make changes to the outdoor gardens.</p> <p>The PDC has added a provision to clarify that Campus & Community Planning should be consulted on changes to Faculty Use Space (such as the UBC Botanical Gardens) which would materially impact the use or enjoyment of adjacent UBC public realm.</p>

Proposed Space Management Policy (UP13) – Community Consultation Summary

No.	Comment	Applicable Section(s)	Category	Committee Recommendation
11.	<p>Renovation or Changes to UBC Space at UBC Okanagan</p> <ul style="list-style-type: none"> Further discussions with UBC Okanagan administration determined that proposed language does not capture existing practices. 	<p>Procedures ss. 5.6.1 and 5.6.2</p>		<p>Change recommended.</p> <p>The PDC changed the language to reflect the current approvals required for renovations or changes to UBC Space at UBC Okanagan. This mirrors the practice and language in sections 4.6.1 and 4.6.2 that apply to UBC Vancouver.</p>
12.	<p>Faculty Use Space vs Faculty Use Envelope</p> <ul style="list-style-type: none"> The distinction between Faculty Use Space and Faculty Use Envelope was unclear as drafted. 	<p>Procedures s. 6</p>	<p>Definitions</p>	<p>Change recommended.</p> <p>It was always the PDC’s intention to empower the Deans to allocate the space within their faculties and establish faculty-specific processes as they determine appropriate. The revised language clarifies the two defined terms and highlights the Deans’ responsibility.</p>
13.	<p>Building Systems and Equipment</p> <ul style="list-style-type: none"> Two respondents provided detailed suggestions of what should (or should not) be covered in base building infrastructure. 	<p>Procedures s. 7</p>	<p>Definitions</p>	<p>Change recommended.</p> <p>The systems that are being suggested for inclusion as part of base building infrastructure are either already covered by the current definition or are too specific for inclusion in that they may not be included in all buildings.</p> <p>Upon review of the definition, the PDC identified the need to provide clarification to the use of the word “technology”. The change replaces “technology” with “digital network infrastructure and connectivity hardware (in accordance with UBC Information Technology standards)”.</p>